

## Information Needed for Section 3 Compliance Report

### **Hiring Commitment:**

- Contractor/Sub Contractor Name(s) (If applicable)
- Contractor/Subcontractor is Section 3 Business Concern (if applicable)
- New Hire Information
- Employee Name
- Last 4 digits of SS#
- Date of birth
- Employee is a Section 3 Resident?
- Completed Section 3 Residency Form 6 (to be completed by the Section 3 Resident) with photocopy of picture identification (e.g. driver's license or passport)
- Hire and Termination Start Date(s)
- Completed Termination Form 8 (If applicable)
- Section 3 Complaint Register Form (if applicable)
- Attempts were used to recruit low-income residents and Section 3 Business Concerns: local advertising media, signs displayed prominently at the work site, contact community organizations or public and private agencies in Philadelphia
- Efforts that were made to direct the employment and other economic opportunities generated by HUD financial assistance for housing (if applicable)
- Community development programs

### **Scholarship Commitment:**

- Contractor Name
- Proof of calendar year revenues generated by your PHA contract(s) and scholarship contribution payment(s)

### **Internship/Training & Other Commitment:**

- Commitment Description
- Location of Training or Internship
- Start/End Dates
- Names of Participating Section 3 Residents
- Completed Form 6 (to be signed by Section 3 resident) and/or proof Section 3 residents attended and were recruited
- Type of Certificate Awarded (If applicable)
- Sign-in Sheet/Attendance Record(s) with PHA Client Numbers from each attendee
- Attempts that were used to recruit low-income residents: local advertising media, signs displayed prominently at the work site, contact community organizations or public and private agencies in Philadelphia (if applicable)

- Contractor participation in a HUD program or other program which promotes the training or employment of Section 3 residents or Section 3 Business Concerns (if applicable)
- Efforts that were made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs (if applicable)